

## BUSINESS INCOME TAX WORKSHEET

**I. GENERAL INFORMATION:**

- A. Principal business or profession \_\_\_\_\_
- B. Business name and address \_\_\_\_\_
- C. Purchases \_\_\_\_\_ Inventory at end of year \_\_\_\_\_

**II. INCOME:**

- A. Gross receipts or sales \_\_\_\_\_ Miscellaneous \_\_\_\_\_
- B. Sales of capital items such as machinery and equipment, land, and buildings (If on depreciation, please mark items on schedule).

<u>ITEM DESCRIPTION</u>	<u>DATE PURCHASED</u>	<u>PURCHASE PRICE</u>	<u>DATE SOLD</u>	<u>SALES PRICE</u>
_____	_ / _ / _	\$ _____	_____	\$ _____
_____	_ / _ / _	\$ _____	_____	\$ _____
_____	_ / _ / _	\$ _____	_____	\$ _____
_____	_ / _ / _	\$ _____	_____	\$ _____

**III. EXPENSES:**

Advertising	\$ _____	Office Expense	\$ _____
Bad Debts	\$ _____	Pension Plan	\$ _____
Car & Truck Expense	\$ _____	Leased Machinery	\$ _____
Commission & Fees	\$ _____	Leased Buildings	\$ _____
Dues & Publication	\$ _____	Other Lease	\$ _____
Employee Benefits	\$ _____	Repairs	\$ _____
Freight	\$ _____	Supplies	\$ _____
Insurance	\$ _____	Real Estate Taxes	\$ _____
Mortgage Interest	\$ _____	Employment Taxes	\$ _____
Other Interest	\$ _____	Travel	\$ _____
Laundry & Cleaning	\$ _____	Meals & Entertainment	\$ _____
Legal & Profes Fees	\$ _____	Utilities & Telephone	\$ _____
Wages	\$ _____	Other	\$ _____
Other	\$ _____	Other	\$ _____

